

INTERNATIONAL TRAVEL APPROVAL PROCEDURES

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| Responsible Department | President |
| Responsible Executive | Provost and Vice -President, Academic and Chief Financial Officer and Vice President, Administration |
| Related Policy | International Travel (237) |

DESCRIPTION

To outline the process for requesting approval for an International UFV Activity.

DEFINITIONS

In the related policy, the following definitions apply:

Employee: An individual employed by UFV as a permanent or temporary employee or working on a contract-for-service basis.

Scholarly Activity: An activity undertaken in the pursuit of scholarship and/or research that is not organized and approved by UFV, such as sabbatical projects.

Student: An individual who is registered at UFV as a full-time or part-time student and who is enrolled in a credit or non-credit course(s) or program.

Travellers: Employee and/or Student travelling pursuant to this policy.

UFV Activity: Any activity organized **and** approved by UFV, which may include:

- (a) An activity undertaken by a Student as part of a credit or non-credit course, program of study, experiential learning opportunity, athletic activity, or research activity; or
- (b) An activity undertaken by an Employee in relation to their employment at UFV, such as:
 - Organizing an activity that involves taking Students or other Employees with them;
 - Participating in a UFV organized and approved activity, such as a study tour; or
 - Acting as a formal UFV representative on a trip organized and approved by UFV

For the purpose of the international travel approval procedures, the following definitions apply:

Group Leader: An Employee who is responsible for planning and administering an International UFV Activity involving students.

Activity Plan: A document that provides planning and preparation details related to the activity, and serves as the official record of an International UFV Activity undertaken by the University.

Responsible Administrator: The Dean / Director / Coordinator to whom the Traveller or Group Leader reports.

Risk: A situation involving exposure to danger, harm, injury, or loss.

Risk Assessment Tool: A document in which the Traveller or Group Leader(s) and Responsible Administrator assess the overall level of risk of an International UFV Activity.

Risk Register: A document that identifies specific risks that may arise during an International UFV Activity and describes detailed mitigation plans to reduce the levels of all risks associated with the activity.

ITRAC: The “International Travel Risk Advisory Committee” comprised of the Vice-Provost and Associate Vice-President Academic; the Director, Risk and Safety; the AVP, International and the appropriate Responsible Administrator(s) (Refer to Appendix 5).

PROCEDURES

Every International UFV Activity requires the completion of a **Risk Assessment** and an **Activity Plan** in advance of the activity.

In addition, an **Employee(s)** considering an International UFV Activity involving students will:

- Refer to the UFV International Travel policy; and
- Determine who is responsible for the International UFV Activity (i.e. the **Group Leader**); and,
- Inform the **Responsible Administrator** of the consideration for an International UFV Activity involving Students and,
- Consult, as necessary, the Centre for Accessibility to ensure that any students who submit a request for accommodation to participate in the International UFV Activity are reasonably accommodated.

The office of UFV International is available for consultation regarding the development of all International UFV Activities (local 4838).

STEPS

1. Before an off-campus activity can proceed, the **Traveller** or **Group Leader** will determine the risk level of the activity using the [Risk Assessment Tool](#) (Refer to Appendix 1) as a guide:
 - *Low Risk*
 - *Medium Risk*
 - *High Risk*
 - *Extreme Risk*
2. Once the risk level has been determined, the **Traveller** or **Group Leader** will adhere to one of the applicable processes:
 - *Low Risk Activity*
 - i. Complete an [Activity Plan for LOW Risk Off Campus Activity](#) (Refer to Appendix 2) and submit to their reporting **Responsible Administrator** for approval.
 - ii. If the reporting **Administrator** authorizes the activity, s/he will approve the

Activity Plan and submit a copy to the **Director, Risk and Safety** by email to TRAC@ufv.ca. The original **Activity Plan** will be retained by the **Administrator** for reference as required. No further action is required.

- *Medium Risk Activity*
 - iii. If necessary, arrange to meet with the **Manager, Global Engagement** to review the off-campus activity and,
 - iv. Complete a **Risk Register** (Refer to Appendix 3) to identify and evaluate the risks of the off-campus activity, and once completed,
 - v. Meet with reporting **Administrator** to review the **Risk Register** and determine whether the identified risks and mitigation plans are acceptable.
 - vi. If the reporting **Responsible Administrator** approves the activity, complete an Activity Plan for MEDIUM or HIGH Risk Off Campus Activity (Refer to Appendix 4) for submission to the reporting **Administrator**.
 - vii. Once approved by the **Administrator**, a copy of the **Activity Plan** can be submitted to the **Director, Risk and Safety**, by email to TRAC@ufv.ca. The original **Activity Plan** will be retained by the **Administrator** for reference as required.
 - viii. If group travel is involved, the **Group Leader** will provide all **travellers**, in advance of the **UFV Activity**, a copy of the **Risk Register** for information and group discussion.
- *High Risk Activity*
 - ix. Arrange to meet with the **Manager, Global Engagement** to review the off-campus activity request and complete a **Risk Register** to identify and evaluate the risks of the off-campus activity, and once completed,
 - x. The reporting **Administrator** and **Manager, Global Engagement** will meet with the **Director, Risk and Safety**, to review the **Risk Register** and determine whether the identified risk and mitigation plans are acceptable or bring forward to **ITRAC** as required.
 - xi. If the reporting **Administrator** and **ITRAC** approve the activity, complete an Activity Plan for MEDIUM or HIGH Risk Off Campus Activity for submission to the reporting **Administrator**.
 - xii. Once approved by the **Administrator** and **ITRAC**, a copy of the **Activity Plan** can be submitted to the **Director, Risk and Safety**, by email to risksafety_contactor@ufv.ca. The original **Activity Plan** will be retained by the **Administrator** for reference as required.
 - xiii. If group travel is involved, the **Group Leader** will provide **travellers**, in advance of the **UFV Activity**, a copy of the **Risk Register** for information and discussion.
- *Extreme Risk Activity*
 - xiv. The **Traveller** or **Group Leader** will consult with the reporting **Administrator**. The **Administrator** will bring the activity forward to the **Director, Risk and Safety** for

review of the proposed off-campus activity request before bringing forward to **ITRAC**.

3. The **Group Leader** and **ITRAC** are both responsible for bringing outstanding concerns related to any off-campus activity to the attention of the appropriate **Administrator**.
4. For group travel/medical insurance enrollment, contact the **Manager, Global Engagement** at kara.bertram@ufv.ca
5. All **Students** are required to complete and submit to the **Group Leader**, the International Travel Documents outlined in Appendix 5.

Students participating in a UFV Activity involving international travel are required to complete the following international travel documents in advance of the UFV Activity:

1. Student Information Form
2. Freedom of Information Consent
3. Proof of Out of Country Travel Health and Medical Insurance (i.e. Certificate of Insurance)
4. Statement of Risks and Terms of Travel
5. Assumption of Risk, Release of Liability and Indemnity Agreement
6. Emergency Contact Form
7. Photo/Video Release Form

In cases where **students** under the age of majority in British Columbia (under 19 years of age) are approved to undertake international travel, they will be required to submit a version of the **International Travel Documents** with the addition of a Legal Guardian signature as well as the following additional document:

1. A **Notarized** Consent to Travel and Minor (Child) Medical Authorization Form

The office of UFV International is available to provide the required International Travel Documents (email: Kara.Bertram@ufv.ca).